

TRANSMITTAL COVER SHEET FAXED & SCANNED DOCUMENTS

KDOT Drug & Alcohol Testing Program – Required Paperwork

To: Becky Crawl/Danni Stallbaumer Date: _____

Secured Fax: 785-368-6570

From: _____ District/Office: _____

RE: _____ Number of pages, including cover: _____

Comments: _____

DRUG & ALCOHOL TESTING PAPERWORK CHECK LIST – CDL POSITIONS

Pre-employment ☐ **Pre-duty** ☐ **Volunteer CDL** ☐

- ☐ DA 290 – Affirmation of Policy
- ☐ DA 291 – Consent and Acknowledgement
- ☐ DA 295A – Written notice of scheduled test (Advise Candidate verbally, as well as in writing)
- ☐ DA 299 – Previous Employer Information Form
- ☐ DA 316 – Release of Information from Previous Employer(s)
(AOM's should mail originals to previous employers for employment verification)
- ☐ DA 323 – Collection Site Passport (Give Candidate DA 323 to take to approved collection site – this is the only form carried by the Candidate to the collection site)
- ☐ Give Candidate a copy of DA 290, DA 291, DA 299, DA 316 & DA 323 upon return from collection site
- ☐ **Fax all of the above forms the day of the test and before hiring– mail originals to BoPS**

Post-hire:

- ☐ New Driver Training for Commercial Drivers Acknowledgement form
- ☐ **Fax copy of the form – mail original to BoPS**
(Date due: approx. 10 working days after date of hire)

Random drug tests:

- ☐ Crew List (w/notes from KDOT monitor)
- ☐ DA 291 – Consent and Acknowledgement
- ☐ **Fax copy of the form the day of the test – mail original to BoPS**

Follow-up ☐ **Post Accident** ☐ **Reasonable Suspicion** ☐ **Recollect** ☐ **Return-to-Duty** ☐

- ☐ DA 291 – Consent and Acknowledgement
- ☐ DA 295__ – Written notice of scheduled test (Advise Candidate verbally, as well as in writing)
B=Return-to-Duty testing; C=Follow-up testing; D=Reasonable Suspicion; E=Post Accident
- ☐ DA 323 – Collection Site Passport (Give Candidate DA 323 to take to approved collection site – this is the only form carried by the Candidate to the collection site)
- ☐ **Fax copy of the forms the day of the test – mail originals to BoPS**

**Mail forms directly to: KDOT, Bureau of Personnel Services, 700 SW Harrison, Topeka, KS
66603-3754, Attn: Becky Crawl or Danni Stallbaumer**